Ascotel® IntelliGate® Communications Systems

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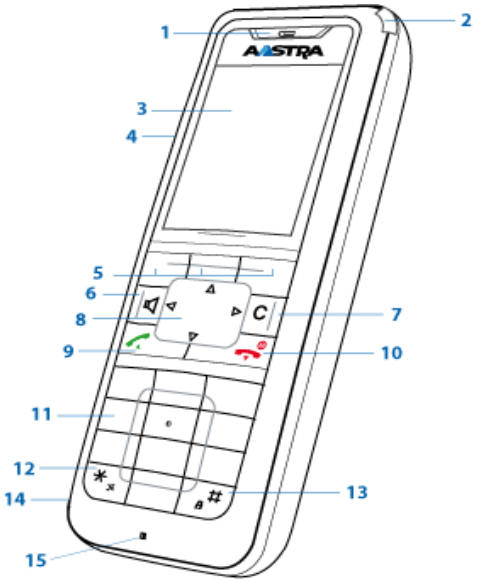
Aastra 610d
User's Guide

AASTRA

Operating and Display Elements



Operating elements

	key	Press	In the state...	Description
1	**Loudspeaker**			
2	**LED indicator**			LED as per Table in Chapter "LED indicator signals", page 23
3	**Display**			
4	**Side keys + / -**	short	In a connection	Adjusting the volume

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	key	Press	In the state...	Description
5	**Left softkey/ foxkey**	short	• Idle state • Menus	• Call up complete menu • Executes displayed function above key.
	Middle softkey/ foxkey	short	• Idle state • Menu	• Call up configured call number • Executes displayed function above key.
	Right softkey/ foxkey	short	• Idle state • Menu	• Call up configured call number • Executes displayed function above key.
		approx 2 sec. each	Idle state	Configures key
6	**Loudspeaker key**	short	• Idle state • In a connection	• Activate/deactivate open listening • Activate/deactivate open listening
7	**Correction key**	short	• Editor • Menu	• Deletes last character • Scroll back in the menu
8	**Navigation key**			
		top	• Idle state • Lists	• Call up activated features • Navigation
		right	• Idle state • Menu • Editor • Lists	• Call up complete menu • Goes forward one step in the menu • Navigate cursor • Call up details
		bottom	• Idle state • Lists	• Call up phone book • Navigation
		left	• Idle state • Menu • Editor	• Call up profiles • Scroll back in the menu • Navigate cursor
9	**Call key**	short	• Idle state • Lists	• Call up redial list • Dial select call number
10	**End key**	short	• In a connection • Menu • Editor	• Ending a Call • Back to idle state • Exit Editor without changes
		long	Idle state	Switch phone on/off

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	key	Press	In the state...	Description
11	**Key block** 0 9	short	• Idle state • Editor	• Digit input • Characters as per Table in Chapter "Digit keys", page 20
	Key 2 2	long	Idle state	Switching system
	Key 5 5	long	Idle state	Calling up the service menu
12	**Asterisk key** *	short	Idle state, Editor	* input
		long	Idle state, for incoming call	Activate/deactivate ring tone
13	**Hash key** #	short	Idle state, Editor	# input
		long	Idle state	Activate keylock
14	**Headset connection**			
15	**Microphone**			

Display symbols

Radio link quality

Very good

Good

Disruption probable

Phone calls not possible

State of charge

Charge state 61-100%

Charge state 31-60 %

Charge state 11-30 %

Charge state 6-10 %

Charge state 4-5 %

Charge state 0-3 % (flashing)

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Notes:

- If the battery is completely discharged when the phone is placed in the charging bay, there will be no display initially until the battery has reached a certain charge level. This may take several minutes and does not mean there is a malfunction.
- Even when the phone is switched off, the battery will still slowly discharge.
- When the battery capacity is almost exhausted, a series of warning beeps sounds. This warning can be disabled, see Chapter "Setting up a profile", page 51. If you are making a call, you have approximately five minutes' talk time left before the handset switches itself off.
- State of charge of the battery is also available via key assignment: Press key 5 and hold it down for a moment.

System registrations

A	Phone registered in system A, B, C, or D and ready for use (only displayed when phone is registered on more than one system)		Running firmware update

Status information

	Incoming call		Incoming call forwarded
	Call forwarding activated		Forwarding on No Reply activated
	Search mode		Entries on the call list
	More softkeys available		
	New Voice Mail		Voice Mail heard
	Voice Mail greeting with possibility to leave a voice message		Voice Mail greeting without possibility to leave a voice message
	New text messages		Text messages read
	Ringing tone deactivated		Discreet ringing activated
	Call key activated		Loudspeaker/hands-free mode activated
	Announcement		
	Headset mode activated		Microphone deactivated
P	Call parked		Keypad locked
	Alarm		Appointment call
	About		Warning

Status information

Not permitted

Phone book

Name

Private phone number

Business phone number

Mobile phone number

Trial licences

Trial licences are available for various features and phones. With that licensed features can be used for a certain period license-free.

One Number user concept

Your system administrator can set up phones for you that hold all the same phone number (one number user concept). You have only one name and phone number with which to identify yourself to your call partners, regardless of which of the phones you make your calls. The advantage is that you can always be reached under the same phone number, regardless of where you happen to be.

With the Personal call routing and Ring alone you can define where incoming calls shall be routed to (see chapter "Activating personal call routing", page 42 and "Activating Ring alone", page 43). Your system administrator can set whether or not you are busy for further incoming calls (Busy if busy). When Busy if busy is activated, calls can still be made with your other phones.

Call lists and contacts are available on all phones and are automatically synchronised.

An announcement is signalled on all your phones which support announcement.

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Safety Information

Failure to observe this information can be hazardous and infringe existing laws.

Medical equipment
The cordless phone must not be used near medical equipment, such as pacemakers or hearing aids.

Availability of telephone connections
Do not rely on your cordless phone as your only means of communication in emergency or critical situations. Availability cannot always be guaranteed.
The device will be inoperable when mains power of the communications system fails.

Risk of explosion through sparking
On premises subject to explosion hazards only use ATEX models specially approved for that purpose.

Hands-free mode and Ringing tone
Do not hold the handset up against your ear in hands-free operation and during ringing tone, as the volume is then very high.

Mains connection
Use the original power supply only (ID: 23-00-1061-00). Connect the power supply only to power sources that conform to the indications on the power supply.

Maintenance
Make sure all installation and repair work is carried out by a specially qualified technician. Do not touch the charging contacts with sharp, metallic, and/or greasy objects. Always use a soft, moistened, or antistatic cloth to clean your device. Do not use chemicals or other chemical products.

Cost control and Data protection
You should protect your device with a PIN so that no-one can make phone calls at your expense. A code will also protect your personal settings. When carrying the handset around, you should lock the keypad so it cannot be accidentally activated.

Ambient conditions
Do not operate the device outside the temperature range of +5 °C to approx. +40 °C.
Avoid direct sunlight and other sources of heat.
Protect your device against the wet, excessive dust, corrosive liquids and steam.
Do not expose your device to electromagnetic fields (electric motors, household appliances). The speech quality could be affected. To prevent interference, avoid placing your handset in the immediate vicinity of computers, radios, TV sets, VCRs, and other telephone sets.

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Disposal
Be sure to dispose of your device, batteries and its packaging in an environmentally compatible way. Electrical equipment does not belong in domestic waste. Deposit it at a return centre.

Accessories
Use original accessories or specifically approved accessories only. The use of other accessories may decrease performance or pose a risk to your health or safety.

Dealing with batteries

Please observe the following rules and regulations when dealing with batteries:

General rules when dealing with batteries

- Never tamper with or dismantle batteries.
- Never immerse the batteries in water or throw it into a fire.
- Do not expose the batteries to high temperatures.

When putting your cordless phone into operation

- Only use the battery pack supplied by the manufacturer.
- Take note of the instructions in the "Battery", page 68 chapter and follow the procedure described there.
- It takes two to three charging cycles for the batteries to reach their fully charged state.
- Only use the charging bay supplied by the manufacturer.
- For the charging bay only use the plug-in power adapter supplied by the manufacturer (ID: 23-00-1061-00). Otherwise the battery may be damaged.

When operating your cordless phone

- It is normal for the batteries to become warm when charging.
- Discharge the batteries from time to time to prolong their service life. To do so do not place the handset back into the charging bay until the batteries are completely or almost completely discharged.

To replace the batteries

- Switch off the phone before removing the batteries.
- Only use original batteries and charging units approved by the manufacturer. To do so, contact your supplier or servicing agent.

To store the phone or the batteries

- If you do not intend to use the phone for some time, switch off the phone and take out the battery pack.
- Store the batteries at room temperature. Above-average temperatures tend to reduce the service life of batteries.

To dispose of the battery packs

Do not throw away the batteries with your domestic waste. Take the batteries to an appropriate collection point for recycling.

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User information

Your terminal has been supplied with a Quick User's Guide, safety information and, where applicable, with other terminal-specific information. You will find this and other documents for your device at www.aastra.com/docfinder.

More information on your terminal can be found in the documentation or your dealer's homepage. It is your responsibility to inform yourself about the scope of functions, operation and proper use of your equipment.

- Check whether you have all the user information available on your terminal, whether it conforms to your terminal's version and whether it is up to date.
- Read through the user information carefully before putting your terminal into operation.
- Store the user information within easy reach and refer to it whenever uncertainties arise in connection with the use of the terminal.
- When handing over your terminal to others, make sure you enclose the relevant user information.

Intended Purpose

This phone is part of the Ascotel® IntelliGate® communications system and is intended to be operated on that system. Any other use does not comply with the intended purpose and is not permitted.

Ascotel® IntelliGate® is an open, modular and comprehensive communications system that comprises the basic system (referred to in the end-user information as "the system"), a vast number of expansion cards and modules, and a complete series of system terminals including IP system terminals. The system and all its component parts were designed to cover in full all the communication requirements of companies and organisations with a single user-friendly solution. The individual components of the overall systems are fully compatible and must not be used for other purposes or replaced by third-party components (except when connecting other authorized networks, applications and terminals to the interfaces provided specifically for that purpose).

Disclaimer

This product was manufactured in accordance with ISO 9001 quality guidelines.

This product and the user information belonging to it have been produced with the utmost care. The product's functions have been tested and approved after comprehensive conformity tests. Nonetheless errors cannot be entirely excluded. The warranty is limited to the replacement of defective hardware.

The manufacturers shall not be liable for any direct or indirect damage that may be caused by incorrect handling, improper use, or any other faulty behaviour on the part of a product. Potential hazards are mentioned in the relevant places in the user information. Liability for loss of profit shall be excluded in any case.

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Dialling and Phoning

The following sections explain how to make phone calls simply and the functions your phone offers you whenever you receive a call.

Answering Calls *14*

Making calls *15*

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Answering Calls

This section explains the procedure for answering a call.

Answering a Call

Your phone is ringing and the LED indicator is flashing. To answer the call, proceed as follows:

The volume of the ringing call can become very loud. Do not hold the sound aperture up to your ear.

Press the Call key.

Note:

If the caller's phone number is received, it is shown on the display. If the phone number is stored in the private phone book or in the system, the display also shows the corresponding name.

Notes:

- To find out how to phone with headset, refer to the Chapter "Using a Headset", page 17.
- To find out how to activate the automatic hands-free mode, refer to the Chapter "Using Your Phone in Hands-Free Mode", page 16.
- To find out how to set Auto Answer, refer to Chapter "Setting up a profile", page 51.

Ending a Call

You want to end the call.

The call duration is displayed both during and after the call.

Call charges are also displayed after any external call which you initiated, provided your provider supports this function.

Press the End key.

Notes:

- To find out how to phone with headset, refer to the Chapter "Using a Headset", page 17.
- To find out how to activate the automatic hands-free mode, refer to the Chapter "Using Your Phone in Hands-Free Mode", page 16.

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Making calls

This section explains the different ways you can make a call with your phone.

Dialling with the Phone Number

You want to call someone and key in that person's phone number.

With call preparation you can enter a phone number without it being dialled automatically, so you have time to check the number and, if necessary, correct it. The number is not dialled until you press the Call key.

<Phone number>

Enter a phone number in call preparation.
You can use the Correction key to delete any incorrect character.

Press the Call key.
➔ The enquiry call party is called.

Dialling with Redial

You want to call a person you have already called.

In the last-number redial list your phone automatically stores the phone numbers of the persons you have already called, complete with their names, where available. You can now call the person in question using this last-number redial list.

The last-number redial list has a maximum of 10 entries.

Press the Call key.
➔ The redial list is displayed.

To scroll through the call numbers last dialled, press the navigation key downwards.

Press the Call key.
➔ The phone number displayed is dialled.

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Using Your Phone in Hands-Free Mode

You want other people to join the conversation or to have your hands free while making the call.

The hands-free mode function activates the loudspeaker and the microphone.

During a call:
Press the Loudspeaker key.
→ Hands-free operation is activated, is displayed.

Notes:
- Make sure the hands-free microphone is not obstructed.
- The sound quality is improved if you set the volume of your phone to a low setting.

To continue the call without hands-free operation:
Press the Loudspeaker key.
→ The loudspeaker and hands-free microphone are now deactivated.

Notes:
- To end a call in open-listening mode, press the End call key.
- To find out how to phone with headset, refer to the Chapter "Using a Headset", page 17.
- To find out how to set Auto Answer, refer to Chapter "Setting up a profile", page 51.

Muting the Microphone

In the middle of a call you want to talk briefly with other persons in the room without your call partner hearing your conversation.

You can switch the microphone on and off during a call.

Micro

Switching the microphone off:
Press the *Micro* softkey.
→ Microphone is deactivated, is displayed.

Micro

Switching the microphone back on:
Press the *Micro* softkey a second time.

Using a Headset

To make a phone call with the headset.

If you answer a call in headset mode using the Call key or Loudspeaker key, the call is provided on the headset.

Phone is ringing. To answer the call, proceed as follows:
Press the Call key or Loudspeaker key.
➔ The call is provided on your headset.

Press the Loudspeaker key.
➔ The phone's microphone is switched on and the headset microphone is switched off.

Headset <--> *Handset*

You can use the *Headset* or *Handset* softkey to switch modes.

Ending a Call:
Press the End key.

Notes:

- To find out how to activate the headset, refer to the Chapter "Activating headset operation", page 53.
- To call a user, dial the user's phone number and press the Call key or Loudspeaker key.
- For more information refer to your headset's user's guide.

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Using the Display and Operating Elements

The following sections explain how to operate your phone quickly and simply.

Keys *19*

Input *20*

Menu-Guided Navigation *22*

Signals *23*

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Keys

Pressing a Key

A key may have various functions depending on the situation and the operating mode. The function activated depends on the number of times the key is pressed or whether it is pressed quickly or held down for a moment. Here are some examples:

	Press the softkey.
<long> 	Keep the softkey held down for a moment (about 2 seconds).

Softkey

The 3 softkeys have variable functions. These functions are displayed above the key.

You can also store phone numbers on a softkey (see Chapter "Storing a phone number on a key - Number key", page 62).

<Setting value> 	Press the softkey under the function you want on the display.

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Input

Digit keys

The characters are assigned to the digit keys as follows. Press the relevant digit key repeatedly until the character you want is displayed.

1	- . _ ? 1 ! , : ; ' " ¿ ¡	2	A B C 2 Ä Æ Å Ç a b c 2 ä æ å à ç Press and hold down: Switching system[a]
3	D E F 3 É d e f 3 é è ê	4	G H I 4 g h i 4 ì
5	J K L 5 j k l 5 Press and hold down: Calling up the service menu[a]	6	M N O 6 Ñ Ö Ø m n o 6 ñ ö ø ò
7	P Q R S 7 p q r s 7 ß	8	T U V 8 Ü t u v 8 ü ù
9	W X Y Z 9 w x y z 9	0	+ 0
*	@ * / ( ) < = > % £ $ ¥ ª & §	#	<Space> #

Enters digits

The digit keys are used to enter the digits 0 to 9.

Enter the letters

You can also use the digit keys to enter letters and special characters. A number of letters and special characters are assigned to each key.

To enter letters using the digit keys, you need to be in text mode. The text mode is activated automatically if the phone is expecting a text input. You can switch back and forth between number mode and letter mode during your input.

abc-->123

Switching between number mode and letter mode during your input:
Press the *abc-->123* and *123-->abc* softkey.

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Switching between Upper and Lower Case

You want to switch between upper and lower case while making an input in text mode.

Upper-case input is automatically activated when the first letter is entered. The text mode then automatically switches to lower-case input. You can use the softkey to switch manually between upper-case and lower-case input.

Switching between upper case and lower case in text mode:
Press the *a-->A* or > *A-->a* softkey.

Correcting your Input

You notice you have entered a wrong digit or character. You can either delete the input one character at a time or cancel the entire input.

To delete the last character:
Press the Correction key or the *Delete* softkey.

Exit Editor without changes:
Press the End key.

Moving the Cursor

You want to go to a certain character for an input or correction.

With the navigation key you can move the cursor to the left or right.

Move the cursor with the horizontal navigation key.

Menu-Guided Navigation

Accessing the menu

The phone is in standby mode:

Press the navigation key to the right or the *Menu* softkey.
➔ The first menu entry is displayed.

Use the vertical navigation key to scroll through the menu entries.

Select

Press the *Select* softkey.
➔ Accessing the displayed menu.

Navigation key

You can retrieve a particular menu entry even more simply and efficiently using the navigation key. You can scroll vertically and horizontally through the different menu entries.

Navigation key in the idle state:
Left: *Profiles*
Right: *Main menu*
Top: *Activated features*
Bottom: *Phone book*

Horizontal navigation key:
Left: scrolls back through the menu.
Right: opens displayed menu, scrolls forward through the menu, retrieves detailed information.

Vertical navigation key:
Top: scrolls upwards in the list.
Bottom: scrolls downwards in the list.

Undoing Actions

To cancel operating steps, proceed as follows:

Exit Editor without changes:
Press the End key.

Scrolling back through the menu step by step:
Press the correction key.

Back to the idle state in the menu:
Press the End key.

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Enabling/disabling function

You can enable or disable a function or a menu entry by selecting the entry you want and pressing the *Select* softkey.

Select

Enabling/disabling function:
Press the *Select* softkey.

Resetting activated features

You can deactivate again all the activated functions (e.g. Forwarding).

Press the navigation key up.
→ *Activated features* is opened.
Or:
Activated features are also available via the menu: *Menu* > *Activated features*.

Reset

Press the *Reset* softkey to deactivate the function you want.
→ The function is now deactivated.

Signals

LED indicator signals

Depending on the situation the indicator LEDs will flash or light up in different colours.

Colour	State	Description
	Flashes fast	• Incoming call • Callback
	Lit	Hands-free on
	Flashes slowly	New Voice Mail or new text message
	Flashes fast	Outside the system's service area
	Flashes slowly	• Battery almost empty • Not subscribed to any system
	Lit	Battery charging

Supplementary features

The following sections explain the supplementary features provided by your phone for more efficient use.

Making and answering calls *25*

Using functions while in a call *32*

Organising absences from the desk *34*

Functions for special situations *37*

Setting functions by remote control *43*

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Making and answering calls

This section explains some convenient features provided by your phone for making a call.

■ Dialling by name – Quick search

You want to make a call by entering a name.

With quick search you only need to press the digit keys once for each letter even though several letters are stored under each key. An efficient algorithm provides quick search results.

Requirement: The name and the corresponding call number have to be stored in one of the system's phone books.

The surname and first name have to be separated by a space (**#** key), for example "no s" (6 6 **#** 7) for Noble Stephen. Ask your system administrator whether you should start with the surname or the first name.

Note:
The response time may vary greatly depending on the size and the number of phone books connected.

<Setting value>

Quick search:
For the initial letters of the name you are searching for, press the corresponding digit key once.
➔ For each letter, the display shows the corresponding digit, for example a "6" for the letter "n".

ABC

Press the *ABC* softkey until the user or a list is displayed.
Or:
Phone book is also available via the menu: *Menu* > *Phone book*> *Quick search*.

Scroll through the list until the user you want is displayed. Select the phone number you want.

Press the Call key.
➔ The phone number displayed is dialled.
Note:
If the phone is unable to find a matching user, *List empty* will appear on the display.

Dialling from the phone book - Alpha search

You want to search for a user directly in one of the connected phone books.

The surname and first name have to be separated by a space, for example "no s" for Noble Stephen. Ask your system administrator whether you should start with the surname or the first name.

To find out to create a new contact in your private phone book, refer to the Chapter "Creating a new contact entry", page 59.

Press the navigation key downwards.
Or:
Phone book is also available via the menu: *Menu* > *Phone book*.

Alpha search

Scroll to *Alpha search* and press the *Select* softkey.
If required, enter the first few letters of the name you are looking for (first name and surname separated by a space) until the user or a list is displayed.
Notes:
- Text mode is activated automatically.
- Use the #key to enter spaces.

Scroll through the list until the user you want is displayed. Select the phone number you want.

Press the Call key.
➔ The phone number displayed is dialled.
Notes:
- The search function is not affected by upper/lower case and special characters.
- If the phone is unable to find a matching user, *List empty* will appear on the display.

Dialling from the Call List of Unanswered Calls

You want to call someone who has previously tried to reach you.

Your phone automatically stores the phone number of this user in the calllist and the display shows *Missed calls*. You can now call the person back using this call list.

The call list of unanswered calls contains a maximum of 10 entries.

Show

Calling a user back:
Press the *Show* softkey.
➔ The display shows a list of the last unanswered calls.

Scroll through the list until the user you want is displayed.

Press the Call key.
➔ The phone number displayed is dialled. Once the call has been successfully connected, the entry is deleted from the call list.

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Close

Clearing the "Missed calls" display:
Press the *Close* softkey.
➔ Deletes the display. The entry remains stored in the list of the last unanswered calls, is displayed.

Note:
Call list of missed calls is also available via the menu: *Menu* > *Call lists* > *Missed calls*.

■ Dialling from the Call List of Answered Calls

You want to call back someone whose call you answered.

Your phone automatically stores the phone number of this user in the call list. You can now call the person back using this call list.

The call list of answered calls contains a maximum of 10 entries.

Press the navigation key to the right or the *Menu* softkey.

Call lists

Scroll to *Call lists* and press the *Select* softkey.

Answered calls

Scroll to *Answered calls* call list and press the *Select* softkey.
➔ The display shows a list of the last answered calls.

Scroll through the list until the user you want is displayed.

Press the Call key.
➔ The phone number displayed is dialled.

■ Dialling with Redial

You want to call a person you have already called.

In the last-number redial list your phone automatically stores the phone numbers of the persons you have already called, complete with their names, where available. You can now call the person in question using this last-number redial list.

The last-number redial list has a maximum of 10 entries.

Press the Call key.
➔ The redial list is displayed.

To scroll through the call numbers last dialled, press the navigation key downwards.

Press the Call key.
➔ The phone number displayed is dialled.

Note:
Redial list is also available via the menu: *Menu* > *Call lists* > *Redial list*.

Dialling with a configured softkey

You want to call a user whose phone number is stored under a softkey.

You can call the user by pressing the corresponding softkey. To find out how to configure a softkey, refer to Chapter "Configuring keys", page 62.

<Setting value>

Press the configured softkey.
→ The key's allocated function is shown on the display.

Press the Call key.
→ The phone number displayed is dialled.

Requesting a Callback

You want to talk to a certain person. The person is busy or does not answer. You can make callback requests to both internal and external users. Not all providers support this function.

If the called party is busy, you can activate an automatic callback. In this case, your phone will start ringing as soon as the party you are trying to reach goes on-hook. Then when you press the Call key, the user is called directly.

If the called party does not answer, you can also request a callback. The user then obtains a message indicating your callback request on his display.

You called someone and hear the busy tone or the ring-back tone.

Callback

To activate a callback request:
Press the *Callback* softkey.
→ The display shows *Call expected*.

Close

Back to the idle state:
Press the *Close* softkey.
→ Callback remains activated.

Note:
The callback is stored in *Menu* > *Activated features* as long as it was not answered or cancelled by the system.

Reset

Reset callback:
Press the *Reset* softkey.
→ Callback is deactivated.

Note:
You can only have 1 callback activated at a time and only 1 callback can be expected from you. Your callback request will automatically be cancelled by the system after about half an hour.

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To answer the callback request

Someone has asked you to call back. The display shows *Callback requested*.

Call

To answer the callback request:
Press the *Call* softkey.
➔ The phone number is dialled.

Delete

Clear callback:
Press the *Delete* softkey.
➔ Callback is deleted.

Note:
As long as the callback is not answered or deleted by the system, it can be edited using *Menu* > *Activated features* > *Delete* or *Answer*.

Call waiting with an internal user

You want to talk to an internal user. However, the person is busy.

As a result of your call waiting, the person hears a call waiting tone and your phone number or name appears on his display. The user has the possibility of answering, deflecting or rejecting your call.

Requirement: It is essential that the internal user has not barred the Call waiting function on his phone (for configuration see the Chapter "Activating protection against certain types of calls", page 58).

Ask your system administrator whether the Call waiting function is enabled on the system.

Call waiting

User is busy:
Press the *Call waiting* softkey.
➔ You hear the dialling tone.

Note:
If the user rejects the call request or if call waiting is not possible, depending on the system configuration the call is either disconnected (busy tone) or forwarded to a preconfigured destination.

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Answering Call Waiting

You are in a call and hear the call waiting tone. Another user urgently wants to speak to you.

You can either answer, deflect or reject the call.

Answer

Answering the call:
Press the *Answer* softkey.
➔ 1.Your original call partner is put on hold. You are now connected with the party who initiated the call waiting.

Note:
For more detailed information on how to broker between callers or set up a conference, please refer to Chapter "Brokering between an Enquiry Call Party and Your Call Partner", page 32 or Chapter "Making a Conference Call", page 33.

Deflect

Deflect call:
Press the *Deflect* softkey.

<Phone number>

Enter the user's call number and confirm with the *Ok* softkey.
➔ Call-waiting party is put through.
Note:
You can also find the call number of the user you want in the phone book or in a call list.

Reject

Rejecting the call:
Press the *Reject* softkey or the End call key.
➔ You remain connected with your first call partner. Depending on the system configuration the caller who has initiated call waiting either obtains the busy tone or is forwarded to a preconfigured destination.

End call

Ending a current call:
Press the *End call* softkey.
➔ 1. The first call is terminated. You are now connected with the party who initiated the call waiting.

Starting an Announcement

You want to address internal users directly via their loudspeaker – where available – , without waiting for a reply (similar principle to that of an intercom system).

Requirement: It is essential that the internal user has not barred his phone against announcement (for configuration see the Chapter "Activating protection against certain types of calls", page 58).

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<Phone number>

Enter the call number and press the *Announcement* softkey.
➔ The call number is displayed.

Note:
You can also find the call number of the user you want in the phone book or in a call list.

Announcement

OK

Confirm with the *Ok* softkey.
➔ User is made aware of the announcement. You can now talk.

Or:
You can also start the announcement using *Menu* > *Call features* > *Announcement* > *User*/*Group*.

■ Receiving an Announcement

Your phone rings once and then automatically initiates the announcement. The display shows). You will directly be addressed via your loudspeaker.

You can listen to the announcement or stop it.

To continue the announcement as a phone call:
Press the Call key.
➔ You are now connected to the person who initiated the announcement.

To stop the announcement:
Press the End key.

■ Private call with PIN

You want to make a private call on your phone or on a third-party phone.

With the aid of your PIN you can use any phone to make an external call with your own personal settings, even if that phone is locked for external calls. The called party's display shows your personal phone number and not the number of the phone from which you are making your call. Any call charges incurred will be charged to you.

The call number dialled is not stored in the last-number redial list.

<Setting value>

1. Enter the */# procedure **#46** followed by your internal call number.
2. Enter your PIN.
3. Enter the external call number directly, without the exchange access digit.

Press the Call key.
➔ The phone is now enabled. The external user is called.

Note:
The factory setting "0000" is not accepted. First change the PIN as described in chapter "Changing the User PIN", page 54 or use the */# procedure *47 (see "User's Guide */# Procedures"). If you have forgotten your PIN, your system administrator can reset it to the factory setting.

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Using functions while in a call

This section explains the different options provided by your phone while you are in a call.

Enquiry Call During a Call

You want to call someone else briefly without losing your current call partner. Then you want to resume your conversation with your original call partner.

With the *Enquiry call* function you can call someone else in the middle of a call and put your original call partner on hold. You can make enquiry calls to both internal and external users.

Enquiry

You are making/taking a call:
Press the *Enquiry* softkey.

<Phone number>

Enter the phone number of the enquiry call party.
→ Enquiry call party is called; 1st call partner is on hold.

Note:
You can also find the call number of the user you want in the phone book or in a call list.

End call

To end the enquiry call:
Press the *End call* softkey or the End key.
→ You are now back through to your 1. call partner.

Notes:

- If your enquiry call party hangs up and you also go on-hook by mistake, you will hear a continuous ringing signal for 10 seconds to draw your attention to the person still on hold. If you press the Call key during the continuous ringing, you will be reconnected with your first call partner.
- If the other user does not answer, you can use the *End call* softkey to cancel the enquiry and take back the first call.

Brokering between an Enquiry Call Party and Your Call Partner

You are talking with an enquiry call party and have your original call partner on hold. You want to be able to switch back and forth between the two.

In an enquiry call you can use the brokering function to switch back and forth between an enquiry call party and the party on hold. Brokering is possible with both internal and external users. You can also broker between conference parties as a group and an enquiry call party.

Brokering

Brokering:
Press the *Brokering* softkey.
→ Your call partner changes. The other call party is put on hold.

End call

To terminate the current connection:
Press the *End call* softkey.
→ Call party disconnected. Connected with the call party on hold.

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Making a Conference Call

You are in a call and have a call party on hold at the same time. You want to include the party on hold in the conversation and hold a conference call.

With the conference function you can include a call party on hold in the current conversation. From the conference call you can initiate an enquiry call to someone else. You can broker between the parties of the conference and the enquiry call party.

Depending on the system, a conference call can consist of up to 6 conference participants. You can hold a conference call with internal and external users.

Conference

Add a caller on hold:
Press the *Conference* softkey.
➔ The call party on hold is now included in the call.
Note:
Depending on the system's configuration you may hear an attention tone.

Leaving a conference call:
Press the End key.
➔ The other conference parties remain in the call.

Connecting a caller through

You want to put your call partner through to someone else.

With the *Enquiry* function you can connect your call partner with someone else. You can connect internal and external users with one another.

Enquiry

You are making/taking a call:
Press the *Enquiry* softkey.

<Phone number>

Enter the phone number of the enquiry call party.
➔ Enquiry call party is called; 1st call partner is on hold.
Note:
You can also find the call number of the user you want in the phone book or in a call list.

Connecting with notification:
Wait until the person has answered the call. Announce the call party.

Connect

Press the *Connect* softkey or the End key.
➔ 1.Your call partner and the other person are now connected with each other.
Note:
If the other user does not answer, you can use the *End call* softkey to cancel the enquiry and take back the 1. call.

Connecting without notification:
Wait for the first ringing tone, then press the End key.
➔ The other party is then called directly by your first call partner.
Note:
Recall: If the other party does not answer, the call comes back to your phone.

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Parking a Call Partner

You want to put your call partner on hold without using a phone channel as a result.

You can park your call partner locally. A locally parked call partner can only be retrieved by the phone from which the function was initially carried out.

Park

Press the *Park* softkey.
→ Your call partner is now parked locally; P is displayed.

Take back

To retrieve a parked call party:
Press the *Take back* softkey.

Notes:
- The End call key returns the display to the idle state. As long as your call partner does not hang up, he remains parked. You can retrieve your parked caller using *Menu* > *Activated features* > *Take back*.
- The */# procedure for central parking can be found in the "User's Guide */# Procedures".

Organising absences from the desk

This section explains the different options provided by your phone when you want to leave your desk.

Note:
Forwarding is valid for all the connected phones.

Forwarding calls (Call forwarding)

You want to leave your desk. Calls made to you are to be forwarded to a different destination (phone, Voice Mail).

With Call Forwarding you can forward incoming calls directly to a different destination.

Activating forwarding:
Press the navigation key to the right or the *Menu* softkey.

Forwarding

Scroll to *Forwarding* and press the *Select* softkey.

Call Forwarding

Scroll to *Call forwarding* and confirm with the *Ok* softkey.

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User

Scroll to *User* and confirm with the *Ok* softkey.
Enter the user's call number and confirm with the *Ok* softkey.
➔ Forwarding is activated.

Note:
You can also find the call number of the user you are looking for in the redial list.

Deactivating forwarding:
Press *Menu* > *Activated features* > *Reset*.

Notes:
- If a call is to be forwarded only when you are already in a call, select *Forwarding if busy*.
- You can also forward to your *Voice Mail* (see Chapter "Forwarding to Voice Mail", page 36) or to a *Message* (see Chapter "Forwarding to message", page 36).
- You can also activate forwarding by remote control, see Chapter "Setting functions by remote control", page 43.

Forwarding calls (Forwarding on No Reply)

You want calls that you receive on your phone to be forwarded to another destination.

Both your own phone and the other destination will then start ringing. The system configuration determines whether or not there is a ringing delay at the other destination. Whoever goes off-hook first, answers the call. Depending on the system configuration, Forwarding on No Reply can also be activated when your phone is busy.

Activating forwarding:
Press the navigation key to the right or the *Menu* softkey.

Forwarding

Scroll to *Forwarding* and press the *Select* softkey.

Forwarding on No Reply

Scroll to *Forwarding on No Reply* and confirm with the *OK* softkey.

User

Scroll to *User* and confirm with the *Ok* softkey.
Enter the call number of the destination to which you want your calls to be forwarded and confirm with the *Ok* softkey.
➔ Forwarding is activated.

Note:
You can also find the call number of the user you are looking for in the redial list.

Deactivating forwarding:
Press *Menu* > *Activated features* > *Reset*.

Notes:
- You can also forward to your *Voice Mail* (see Chapter "Forwarding to Voice Mail", page 36).
- You can also activate forwarding by remote control, see Chapter "Setting functions by remote control", page 43.

Forwarding to Voice Mail

You cannot momentarily be reached on your phone. If you forward to your Voice Mail, a user can leave you a voice message.

You can use the global greeting or your own greeting (see Chapter "Configuring Voice Mail", page 61).

For more information on Voice Mail please refer to the "User's Guide Voice Mail Systems".

Forwarding

Call Forwarding

Voice Mail

Activating forwarding:
Press the navigation key to the right or the *Menu* softkey.

Scroll to *Forwarding* and press the *Select* softkey.

Scroll to *Call forwarding* and confirm with the *Ok* softkey.

Scroll to *Voice Mail* and confirm with the *Ok* softkey.
→ Forwarding is activated.

Deactivating forwarding:
Press *Menu* > *Activated features* > *Reset*.

Notes:

- You can specify whether your Voice Mail should answer directly (*Call Forwarding*) or with a delay (*Forwarding on No Reply*), or only if you are already on the phone (*Forwarding if busy*).
- A new Voice Mail message is signalled with a text message on the display and a red-flashing LED indicator in the idle state..

Forwarding to message

You cannot be reached on your phone. You want any internal user who calls you to get a text message. The user hears the busy tone and obtains a text message on his display.

Requirement: The internal user must have a phone capable of receiving text messages. Users whose phone cannot receive text messages are put through to your phone or rerouted to a destination predefined within the system.

Forwarding

Call Forwarding

Message

Activating forwarding:
Press the navigation key to the right or the *Menu* softkey.

Scroll to *Forwarding* and press the *Select* softkey.

Scroll to *Call forwarding* and confirm with the *Ok* softkey.

Scroll to *Message* and confirm with the *Ok* softkey.

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<Text>

Enter the text and confirm with the *Ok* softkey.
➔ Forwarding is activated.

Deactivating forwarding:
Press *Menu* > *Activated features* > *Reset*.
Note:
If you activate another forwarding, your forwarding to message is deactivated.

Functions for special situations

This section explains the different options provided by your phone to deal with special situations.

■ Forwarding a call during the ringing phase

You do not want to answer a call yourself but deflect it to another user.

The *Deflect* function allows you to deflect a call during the ringing phase, to an internal or external user or to your Voice Mail.

Your phone is ringing and the LED indicator is flashing. To deflect the call, proceed as follows.

Deflect

Press the *Deflect* softkey.

<Phone number>

Enter the call number and confirm with the *Ok* softkey.
➔ The call is deflected to the user you selected.

Notes:
- You can also find the call number of the user you want in the phone book or in a call list.
- If the user you want to deflect to is busy, the call will not be deflected. The display shows *Busy* and your phone still rings.

■ Rejecting a call during the ringing phase

You do not want to answer a call.

You can reject a call already during the ringing phase

Reject

Press the *Reject* softkey or the End call key.
➔ The connection is rejected and, depending on the system configuration, the caller obtains the busy tone or is forwarded to a preconfigured destination.

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Listening to Voice Mail

Your display shows *Voice Mail from* and the LED indicator is flashing red.

Listen

Listening to a new message:
Press the *Listen* softkey.
➔ The message is played back.
Or:
Voice Mail is also available via the menu: *Menu* > *Voice Mail* > *Inbox* > *Listen*.

Listening to all messages[a]:
Listening to all messages is available via the menu: *Menu* > *Voice Mail* > *Inbox* > *Listen all*.

Menu

To delete the message:
Press the navigation key to the right or the *Menu* softkey.

Voice Mail

Scroll to *Voice Mail* and press the *Select* softkey.

Inbox

Scroll to *Inbox* and press the *Select* softkey.

Delete

Press the *Delete* softkey.
➔ The Voice Mail is deleted.

Notes:
- To find out how to configure forwarding to your Voice Mail, refer to the Chapter "Forwarding to Voice Mail", page 36.
- To find out how to configure a Voice Mail please refer to the Chapter "Configuring Voice Mail", page 61 or to the "User's Guide Voice Mail Systems".

Sending text messages

You want to send a written message to an internal user.

You can send a text message to an internal user. The text message will appear on the person's display.

Requirement: The internal user must have a phone capable of receiving text messages.

You can use one of the text messages stored in the system directly, modify it or create a new text message.

Press the navigation key to the right or the *Menu* softkey.

Text message

Scroll to *Text message* and press the *Select* softkey.

New

Scroll to *New* and press the *Select* softkey.

<Text message>

Select one of the text messages stored in the system and press the *Select* softkey.

<Text>

Adapt or expand the text and press the *Send* softkey.

<Destination>

Select the destination and press the *Select* softkey.

<Phone number>

For user and group: Enter the phone number and press the *Send* softkey.
➔ The text message is sent.

Note:
If the display shows *Not available*, the text message could not be sent.

Reading text messages

Your display shows *New message received* and the envelope symbol. The LED indicator is red-flashing.

Show

Showing text message:
Press the *Show* softkey.
➔ The display shows the sender and the date/time of the text message.

Read

Reading text message:
Select the text message you want and press the *Read* softkey.
➔ If the message runs over several lines, use the navigation key to scroll.

Delete

Deleting text message:
Press the *Delete* softkey.
➔ The text message is deleted; the next text message is retrieved from the memory.

Or:
Press *Menu* > *Text message* > *Inbox* to select the text message and continue as described above.

Picking up a call

You hear a phone ringing in your vicinity and want to pick up the call.

With the *Pick up* function you can pick up the call from the other phone on your own phone.

Press the navigation key to the right or the *Menu* softkey.

Call features

Scroll to *Call features* and press the *Select* softkey.

Pick up

Scroll to *Pick up* and press the *Select* softkey.

<Phone number>

Enter the call number of the phone from which you want to pick up the call and confirm with the *Ok* softkey.

Note:
You can also find the call number of the user you want in the phone book or in a call list.

Making a call on a third-party phone

You want to make a call on a third-party phone using your personal settings, for example on a colleague's phone or in a meeting room.

You can activate a third-party phone to make an internal or external call using your personal settings, even if the phone is locked for external calls.

You can activate the phone for a business or private call.

Once you have activated the phone using a */# procedure and your PIN, dialling by your private phone book is available.

The called party's display shows your personal phone number and not the number of the phone from which you are making your call.

Any call charges incurred will be charged to you.

<Setting value>

1. Enter */# procedure **#36**.
2. Enter your internal phone number.
3. Enter your PIN.
4. Enter the internal or external phone number with the exchange access digit.

Press the Call key.
➔ The phone number displayed is dialled.

Note:
When you hang up, dialling by name and your private phone book remain available for a whole minute so you can make another call.

Or:

1. Enter the */# procedure **#46** for a private call.
2. Enter your internal phone number.
3. Enter your PIN.
4. Enter the external call number directly, without the exchange access digit.
5. Press the Call key.
   ➔ The phone is now enabled; the external user is called.

Note:
The factory setting "0000" is not accepted. First change the PIN as described in chapter "Changing the User PIN", page 54 or use the */# procedure ***47** (see "User's Guide */# Procedures"). If you have forgotten your PIN, your system administrator can reset it to the factory setting.

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Suppressing your call number from your called party's phone display

You do not want your call number to appear on the phone display of a called party in the public network[a].

You have two possibilities:

- If you never want the phone number to be displayed, set *CLIR permanent* ein.
- To suppress your call number display for certain calls only, select the function *CLIR per call* before dialling your party's call number.

This function must be stored under a configurable key (see Chapter "Configuring keys", page 62).

You can also execute the function with a */# procedure (see "User's Guide */# Procedures" User's Guide).

Before the call:
Press the function key for <*CLIR*>.

Notes:
- CLIR works only with external calls.
- This feature depends on the range of services offered by your provider.

Tracing Malicious Calls

You are being threatened or molested by a call. You want to identify the caller.

Using the MCID function (*MCID*: Malicious Call Identification)[a] the provider records the following call data: Your phone number, the caller's phone number, and the date and time of the call.

MCID has to be enabled by your provider. Your provider will inform you about accessing the recorded call data.

This function must be stored under a configurable key (see Chapter "Configuring keys", page 62).

During a call:
Press the function key for MCID (*MCID*).

After the call do not hang up: press the function key for MCID (*MCID*) while you hear the busy tone.

Activating personal call routing

You wan to specify which of your phones shall ring when you receive a call.

If your system administrator has set up a phone number with several phones for you as well as the call routings, you can specify which of your phones shall signal a call by using the personal call routing. Your system administrator can set up to 5 call routings. You can only answer a call on phones where the call is signalled. Contact your system administrator for more information.

You can activate a call routing for all phones. If you have not configured a call routing, the factory setting (all phones are ringing) is used as standard.

This function can also be stored under a configurable key (see Chapter "Configuring keys", page 62).

Activating personal call routing:
Press the navigation key to the right or the *Menu* softkey.

Settings

Scroll to *Settings* and press the *Select* softkey.

General

Scroll to *General* and press the *Select* softkey.

Pers. call routing

Scroll to *Personal call routing* and press the *Select* softkey.

<Setting value>

Select the call routing you want and confirm with the *Select* softkey.
➔ Personal call routing is activated.

Deactivating personal call routing:
Press *Menu* > *Activated features* > *Reset*.

Renaming personal call routing:
Press *Menu* > *Settings* > *General* > *Personal call routing* > *Modify*.

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Activating Ring alone

You want to specify which of your phones shall acoustically ring when you receive a call.

If your system administrator has set up a phone number with several phones for you, you can specify which of your phones shall acoustically signal a call by using Ring alone[a].

When you have activated Ring alone on a phone, the acoustic ringing tone is deactivated for all other phones ( ). An incoming call is signalled in the display of all phones. You can answer the call on each of your phones.

Note:
When you have activated Ring alone but deactivated the personal call routing for a phone in parallel, an incoming call is not acoustically but only visually signalled.

This function must be stored under a configurable key (see Chapter "Configuring keys", page 62).

In idle state:
Press the function key for *<Ring alone>*.
➔ Ring alone is activated/deactivated.

Setting functions by remote control

This section explains how you can change your phone's settings even if you are not directly at your phone.

You are not at your desk and want to set various functions on your phone from a different phone.

You can activate/deactivate many of your phone's functions by remote control from a different phone.

The remote control is initiated using a special */# procedure. You can then enter the function commands and */# procedures.

<Setting value>

Using remote control from a third-party phone:
1. Enter */# procedure **#36**.
2. Enter your phone number.
3. Enter your PIN.
4. Enter the */# procedure for activating/deactivating the function you want.

Press the Call key.
➔ Acknowledgement tone sounds; function is activated/deactivated.

Note:
The factory setting "0000" is not accepted. First change the PIN as described in chapter "Changing the User PIN", page 54 or use the */# procedure *47 (see "User's Guide */# Procedures"). If you have forgotten your PIN, your system administrator can reset it to the factory setting.

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Personalizing Your Phone

These sections explain how to adapt the phone's basic settings to suit your personal requirements.

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Setting the volume *50*

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Protection settings *58*

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Configuring keys *62*

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Configuring cordless phone functions

This section explains the procedure for making settings on your cordless phone.

■ Switching the cordless phone on/off

You want to switch your phone on or off.

Switching the phone off:
Keep the End call key pressed down for approx. 2 seconds and answer *Ok* to the safety prompt.
➔ The phone is switched off.
Or:
Function is also available via the menu: *Menu* > *Settings* > *General* > *Switch off*.

Notes:
- You cannot switch the phone off in a call.
- When the phone is switched off, incoming calls are stored in the call list.
- When you place the phone in the charging bay, the phone automatically switches itself on.

Switching the phone on:
Place the phone in the charging bay or keep the End call key pressed down for approx. 2 seconds.
➔ The phone is switched on.

Note:
If you cordless phone cannot find a system, the display shows "No system". You can switch to an available system using *Menu* > *Settings* > *System* > *System registrations*.

■ Locking/unlocking the keypad

You leave your workstation and want to avoid accidentally pressing your phone keys.

You can lock the keypad against unintentional actuation. You can choose whether you want the keypad to be unlocked automatically when you receive a call or whether you prefer to unlock the keys manually in any case[a].

Locking the keypad:
Keep the hash key pressed down for approx. 2 seconds.
➔ The keypad is locked.

Unlocking the keypad:
Press the *Unlock* softkey and the hash key.
➔ The keypad is unlocked.

Unlocking the keypad automatically:
Enable the *Auto key lock* via *Menu* > *Settings* > *General*.
➔ The keypad is locked automatically after approx. 10 seconds, 🔒 is displayed. The keypad is automatically unlocked when you receive a call. The lock is reactivated immediately after the end of the call.

Locking your phone

You need to leave your desk and want to ensure that no-one can alter your phone's settings, look at your private data, or make outside calls from your phone.

You can lock your phone with a PIN consisting of two to ten digits. First change the PIN as described in chapter "Changing the User PIN", page 54) or use the */# procedure ***47** (see "User's Guide */# Procedures").

You can lock either just the configuration (*Configuration locked*) or the entire phone (*Phone locked*). With *Phone locked* your private data cannot be viewed and external calls can only be made from your phone in accordance with the system settings.

Press the navigation key to the right or the *Menu* softkey.

Settings

Scroll to *Settings* and press the *Select* softkey.

General

Scroll to *General* and press the *Select* softkey.

Barring

Scroll to *Barring* and press the *Select* softkey.
➔ You are prompted to enter your PIN.

<PIN>

Enter the PIN and confirm with the *Ok* softkey.

<Setting value>

Select the barring you want and enable with the *Select* softkey.
➔ The phone is locked, 🔒 is displayed.
➔ To lock all your phones, execute the ***33*** <PIN> **#** function code (see "User's Guide */# Procedures").

Unlocking your phone

You want to unlock you phone.

You can use your PIN to unlock your phone. If you have forgotten your PIN, your system administrator can reset it to the factory setting.

Press the navigation key to the right or the *Menu* softkey.

Activated features

Scroll to *Activated features* and press the *Select* softkey.

<Barring>

Select the barring you want and press the *Reset* softkey.
➔ You are prompted to enter your PIN.

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<PIN>

Enter the PIN and confirm with the *Ok* softkey.

Free

Scroll to *Free* and confirm with the *Select* softkey.
→ The phone is unlocked.
→ To lock all your phones, execute the *33* <PIN> # function code (see "User's Guide */# Procedures").

Activating range alarm and system busy beep

You want to set the system parameters with your cordless phone.

The *Range alarm* indicates that the connection between your phone and the system is weak. You can set the phone so that you receive a warning signal if you leave the coverage area

You are making a call and are getting near the limit of the radio area: A warning signal sounds in the loudspeaker and the LED indicator is flashing red. If you leave the radio area, the call is disconnected.

The *System busy beep* tells you that the system is overloaded – you need to wait until the system is available again.

Press the navigation key to the right or the *Menu* softkey.

Settings

Scroll to *Settings* and press the *Select* softkey.

General

Scroll to *General* and press the *Select* softkey.

<Setting>

Select the setting you want and switch on or off with the *Select* softkey.

Setting the server alarm

Depending on the system's settings, you can receive server alarms for specific situations. These settings are made by your system administrator in the system. Contact your system administrator for more information.

When the server alarms are activated in the system, you can select from the alarm signalling as follows: *Vibracall*, *Progressive ring tone*, *Suppress ring tone*.

A list of all melodies is available.

Press the navigation key to the right or the *Menu* softkey.

Settings

Scroll to *Settings* and press the *Select* softkey.

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Server alarm

Scroll to *Server alarm* and press the *Select* softkey.

<Setting>

Select the setting you want and switch on or off with the *Select* softkey.

Logging a cordless phone on/off

See (also) the Chapter "Managing communication systems", page 56.

Linking the charging contact to direct call answer

You want to choose whether to answer a call simply by lifting the phone out of its charging bay or whether you also need to press the Call key after lifting out the phone.

You can specify that your cordless phone should behave like a fixed phone when you answer a call. In this case you do not have to press the Call key when you lift the phone out of its charging bay.

Press the navigation key to the right or the *Menu* softkey.

Settings

Scroll to *Settings* and press the *Select* softkey.

General

Scroll to *General* and press the *Select* softkey.

Direct call answer

Scroll to *Direct call answer* and press the *Select* softkey.
➔ The setting is stored.

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Display settings

This section explains how to set display properties.

Setting the display

You want to optimise the display settings.

You can activate or deactivate the following settings:

- Font size (*Font*)
- *Backlight*: *Brightness*, *Idle timeout* (Duration how long the display backlight remains enabled after a keystroke), *Charging bay timeout* (Duration how long the display backlight remains enabled when the cordless phone is placed in the charging bay), *Backlight during call* (Enable function to leave the display dimmed during the entire duration of a call).

Press the navigation key to the right or the *Menu* softkey.

Settings

Scroll to *Settings* and press the *Select* softkey.

Display

Scroll to *Display* and press the *Select* softkey.

<Display setting>

Scroll to the display setting you want and press the *Select* softkey.

<Setting value>

Select the setting you want.
Note:
The *Select* softkey displays the colour scheme you want.
➔ The setting is stored.

Setting the LED indicator

You can activate or deactivate the following settings:

- *In Service*: The phone is switched on.
- *Incoming call*
- *Info*
- *Appointment call*: Function can only be set with a function code, see Chapter "*/# Procedures", page 64)
- *Hands-free operation*
- *Battery empty*

Press the navigation key to the right or the *Menu* softkey.

Settings

Scroll to *Settings* and press the *Select* softkey.

LED indications

Scroll to *LED indications* and press the *Select* softkey.

<LED setting>

Scroll to the LED setting you want and confirm with the *Select* softkey.

Setting the volume

All the ring tone properties are set using the profiles, see Chapter "Profile settings", page 51.

Setting the volume during a call

You want to adjust the volume while in a call. The handset and loudspeaker volumes need to be set separately.

The new volume will remain stored even after the call is ended.

Louder: Press top side key.
Quieter: Press bottom side key.

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Profile settings

There are five different application profiles to adapt the phones to any given work situation, e.g. headset or conference mode.

Setting up a profile

All your phone's ringing properties are stored in the profiles.

Three default profiles are factory-set: *Normal*, *Meeting*, *Charging bay*. You can set up to 5 profiles.

A profile comprises a set of ringing and phone settings, which you can specify individually for each profile. 1 profile is always active in telephone mode. The default profile is the *Normal* profile. Activate the appropriate profile depending on the situation (e. g. before a meeting you can activate the *Meeting* profile). The *Charging bay* profile is selected automatically whenever the phone is placed in the charging bay.

You can set the following profile properties:

- *Ring volume*
- Ring melody for *Internal ring*, *External ring* and *Discreet ring*,
- *Vibracall*
- *Discreet ring*: Phone only rings once.
- *Auto answer*[a]: Phone only rings once and then automatically answers the call without you having to press for example the call key on the headset. Disable this setting when you do not make your calls using headset to avoid unnoticed listening by callers.
- *Suppress ring tone*: is displayed.
- *Progressive ring tone*
- *Loud environment*[a]: In a loud environment the phone tries to improve the voice transfer (not for connections with Bluetooth headset and in hands-free mode). It's recommended to create a "Loud environment" profile.
- *Confirmation tone*: each keystroke is confirmed with a beep.
- *Battery warning*: battery nearly run-down triggers a warning.

Press the navigation key to the left.
Or:
Profiles are also available via the menu: *Menu* > *Settings* > *Profiles*.

New

Creating a new profile:
Press the *New* softkey.

Modify

Setting up a profile:
1. Scroll to the profile you want and press the *Modify* softkey.
2. Scroll to the setting you want and confirm your choice of setting with the *Select* softkey.
   ➔ The setting is stored.

Note:
To listen to all the ring properties use the *Test* softkey.

Rename

Renaming a profile:
Scroll to the profile you want and press the *Rename* softkey.
➔ The setting is stored.

Delete

Delete profile:
Scroll to the profile you want and press the *Delete* softkey.
➔ The profile is deleted.

Activate profile

In your everyday phoning habits you want to adapt your phone's ringing properties to each situation.

The ringing properties are stored in different profiles. Select the profile you want from the list of profiles.

The current profile is indicated on the display (except for *Normal* profile).

Press the navigation key to the left.
Or:
Profiles are also available via the menu: *Menu* > *Settings* > *Profiles*.
➔ All the profiles are displayed.

Select

Select the profile you want and activate with the *Select* softkey.
➔ The profile is activated.

Hands-free and headset settings

This section explains other ways in which you can make calls with your phone.

■ Connecting a headset

Connect your headset to the socket on the bottom left-hand side of your phone. The headset mode is then automatically activated.

■ Activating headset operation

You have connected a headset and now want to activate the headset mode.

A headset can be connected in parallel with the handset.

If you answer a call in headset mode using the Call key or Loudspeaker key, the call is provided on the headset.

This phone supports wireless headsets based on the DHSG standard, which allows you to set up and to end calls from the headset. Ask your dealer which headsets are particularly well suited for this phone.

Note:
To find out how to phone with headset, refer to the Chapter "Using a Headset", page 17.

General settings

This section explains other settings you can make on your phone.

■ Selecting the language

The display text is not in the language you want.

You can select a different language. The menu item under which you select your language is marked by an "*" in front of the word for "language" in the language of your choice, e.g. "*Language" for English.

Press the navigation key to the right or the *Menu* softkey.

<*Language>

Scroll to **Language* and press the *Select* softkey.

<Language>

Select the language you want and confirm with the *Select* softkey.
➔ The display text appears in your selected language.

Configuring the DTMF mode

You want to be able to use your phone to control other equipment or to access certain services, such as remote polling of an answering machine or telebanking. For these services you need the DTMF mode[a].

In the DTMF mode each keystroke generates a tone. If for example you enter a call number during a call, your call partner will hear the tone signals.

You can specify whether the DTMF mode should be generally activated or deactivated[a]. DTMF is activated as the default dialling mode.

Press the navigation key to the right or the *Menu* softkey.

Settings

Scroll to *Settings* and press the *Select* softkey.

General

Scroll to *General* and press the *Select* softkey.

DTMF

Scroll to *DTMF* and activate or deactivate with the *Select* softkey.
➔ The setting is stored.

Changing the User PIN

You want to change the PIN used to lock/unlock your phone (see Chapter "Locking your phone", page 46 and "Unlocking your phone", page 46).

The factory setting is digit combination "0000"; you can select any 2 to 10-digit combination for your new PIN.

If you have forgotten your PIN, your system administrator can reset it to the factory setting.

Notes:
- Your User PIN applies to all your phones.
- Do not confuse the User PIN with the Admin PIN (see chapter "Changing the Admin PIN", page 55).

Press the navigation key to the right or the *Menu* softkey.

Settings

Scroll to *Settings* and press the *Select* softkey.

General

Scroll to *General* and press the *Select* softkey.

New user PIN

Scroll to *New user PIN* and press the *Select* softkey.
➔ The display shows *User PIN*.

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<Old PIN>

Enter the old PIN and confirm with the *Ok* softkey.
➔ The display shows *New user PIN*.

<New PIN>

Enter the new PIN and confirm with the *Ok* softkey.
➔ The display shows *Confirm user PIN*.

<New PIN>

Enter the new PIN a second time and confirm with the *Ok* softkey.
➔ New PIN is stored.

Notes:
- For each digit entered, the display shows an "*".
- You can also change the PIN with the *47 function code (see "User's Guide */ # Procedures").

■ Changing the Admin PIN

You want for example to protect the alarm settings against unauthorized or unintentional changes.

You can define and activate an Admin PIN. This means that, if the valid Admin PIN is not entered, you can only view the alarm settings and not modify them. As long as you have not defined the Admin PIN all alarm settings are freely accessible, without a PIN prompt.

If you have forgotten your Admin PIN, your system administrator can reset it.

Note:
Do not confuse the Admin PIN with the User PIN (see chapter "Changing the User PIN", page 54).

Press the navigation key to the right or the *Menu* softkey.

Settings

Scroll to *Settings* and press the *Select* softkey.

General

Scroll to *General* and press the *Select* softkey.

Administration

Scroll to *Administration* and press the *Select* softkey.

New admin PIN

1. Scroll to *New admin PIN* and press the *Select* softkey.
2. Enter the PIN you want and confirm with the *Ok* softkey.
➔ The setting is stored.

Note:
Delete the current PIN if you prefer to enter your alarm settings without the Admin PIN.

Entering display text for the idle state

You want to change the text displayed by your phone in the idle state.

In addition to the date and time you can enter a personal text for the text displayed in the idle state.

Press the navigation key to the right or the *Menu* softkey.

Settings

Scroll to *Settings* and press the *Select* softkey.

General

Scroll to *General* and press the *Select* softkey.

Idle text

Scroll to *Idle text* and press the *Modify* softkey.

<Text>

Enter the text and confirm with the *Save* softkey.
➔ The text is stored.

Managing communication systems

This menu allows you to specify the active system for your phone and to manage registrations to different systems. Contact your system administrator for more information.

If your phone is registered with several systems, the name of the active system is shown on the display.

The DECT-specific information is retrievable in the *DECT identities* menu.

For more information on the *Download server* refer to Chapter "Software", page 67.

Press the navigation key to the right or the *Menu* softkey.

Settings

Scroll to *Settings* and press the *Select* softkey.

System

Scroll to *System* and press the *Select* softkey.

System registration

Scroll to *System registrations* and press the *Select* softkey.

New

Registering to a new system:
Press the *New* softkey, enter AC code, and press the *Save* softkey.
➔ The phone searches for the system.

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Rename

Renaming a system:
Scroll to the system you want and press the *Rename* softkey.
Enter a new number and press the *Save* softkey.
➔ The setting is stored.

Delete

Deleting a system:
Scroll to the system you want, press the *Delete* softkey and answer *Ok* to the safety prompt.
➔ The system is deleted.

Select

Switching system:
Scroll to the system you want and confirm with the *Select* softkey.
Or:
Switching the phone manually to the next available system (with 2 systems): Press and hold down key 2[a].
Choice of available systems (with 3-4 systems): Press and hold down key 2 > *Select system*[a].

■ Retrieving information on your phone

Your phone's software-relevant data is stored in this menu.

Press the navigation key to the right or the *Menu* softkey.

Settings

Scroll to *Settings* and press the *Select* softkey.

General

Scroll to *General* and press the *Select* softkey.

Information

Scroll to *Information* and press the *Select* softkey.

<Information>

Select the setting you want.
➔ The information can now be retrieved.

Or:
The software version is also available via key assignment: Press and hold down key 5 > *SW version*[a].

Protection settings

This section explains how you can protect yourself against certain types of call.

Activating protection against certain types of calls

You want to protect yourself against certain types of calls.

You can set that *Do not disturb*, *Call waiting*, *Call intrusion*, *Announcement*, *Forwarding* is not allowed on your phone. Ask your system administrator whether these functions are enabled on the system.

Press the navigation key to the right or the *Menu* softkey.

Settings

Scroll to *Settings* and press the *Select* softkey.

Protection

Scroll to *Protection* and press the *Select* softkey.

<Setting value>

Select the setting you want and switch on or off with the *Select* softkey.
➔ The setting is stored.

Note:
You can deactivate an activated protection using *Menu* > *Activated features* > *Reset*.

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Managing your private contacts

This section explains how to manage your private contacts.

Creating a new contact entry

You want to store your own phone numbers. You can store your own phone numbers as private contacts.

For each contact you have the possibility of making several call number entries (Business, Mobile, Private). You can specify one of these numbers as the standard call number, the one which is used whenever you do not make a particular selection.

Press the navigation key downwards.
Or:
Phone book is also available via the menu: *Menu* > *Phone book*.

Private contacts

Scroll to *Private contacts* and press the *Select* softkey.

New

Press the *New* softkey.

<Contact>

Enter the user's contact data (Name, Business, Mobile, Private).
Use the navigation key to scroll between the entries.
Confirm with the *Save* softkey.
→ The contact is now stored.

Default

Specify the selected phone number as default number using the *Default* softkey.

Editing or deleting a contact

You want to edit a call number which you have stored in your private contacts.

Note:
You cannot modify entries in other phone books.

Press the navigation key downwards.
Or:
Phone book is also available via the menu: *Menu* > *Phone book*.

Private contacts

Scroll to *Private contacts* and press the *Select* softkey.

Edit

To change an entry:
Select the entry you want and press the *Edit* softkey.
Modify the contact data and confirm with the *Save* softkey.

Delete

To delete an entry:
Select the entry you want and press the *Delete* softkey.
→ The entry is now deleted.

Transferring a call number from the call list to the private contacts

You want to transfer a call number from one of the call lists to your private contacts.

You can add a phone number to an existing contact or create a new contact.

Press the navigation key to the right or the *Menu* softkey.

Call lists

Scroll to *Call lists* and press the *Select* softkey.

<Call list>

Select the call list and user you want and press the *Save* softkey.

Add to exist. contact

Adding to existing contact:
Press the *Add to existing contact* softkey, select the contact and number type you want, and confirm with the *Save* softkey.

Add new contact

Adding new contact:
Press the *Add new contact* softkey, select the number type you want, and confirm with the *Save* softkey.

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Configuring Voice Mail

This section explains how to set your Voice Mail.

■ Managing a personal greeting

You have the possiblity to record up to 3 different greetings (e.g. for absence or holiday)[a]. Enter the appropriate name for each greeting. If no personal greeting is activated or if none is available, the global greeting is activated automatically, provided it has been recorded. Contact your system administrator for more information.

Press the navigation key to the right or the *Menu* softkey.

Voice Mail>*Greeting*

Scroll to *Voice Mail* and *Greeting* and press the *Select* softkey.

<Greeting>

Renaming a greeting:
Select the greeting you want and press the *Modify* softkey.
➔ Enter the appropriate name for your personal greeting.

<Greeting>

Recording a greeting:
Select the greeting you want and press the *Record* softkey.
➔ Now record your personal greeting text.

<Greeting>

Listening to the greeting:
Select the greeting you want and press the *Listen* softkey.
➔ You can monitor your personal greeting text and re-record it if necessary.

<Greeting>

Select the greeting:
Select the greeting you want and confirm with the *Ok* softkey.
➔ The announcement last recorded is automatically activated.

Notes:

- To find out how to configure forwarding to your Voice Mail, refer to the Chapter "Forwarding to Voice Mail", page 36.
- For more information on Voice Mail please refer to the Chapter "Listening to Voice Mail", page 38 or to the "User's Guide Voice Mail Systems".

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Configuring keys

This section explains how to assign phone numbers and functions to a configurable key.

Available keys

You can store phone numbers and functions[a] directly on a softkey that are only retrievable in the idle position.

You can assign each key with a specific type so you can trigger a particular action by simply pressing that key. Choice available:

- Number key: Storing the phone number;
- Function key: Activating/deactivating a function.

Storing a phone number on a key - Number key

You want to retrieve a frequently used phone number with a single keystroke rather than enter it digit by digit.

On each softkey you can store one call number and the associated name. The key automatically becomes a number key.

The system administrator can disable any possibility of modifying the configuration of a key that has already been configured.

<long>

Keep the key you want pressed down for approx. 2 seconds.
Or:
Keys are also available via the menu: *Menu* > *Settings* > *Keys* > *Softkeys*.

New

Creating a new key assignment:
Press the *New* softkey or directly select the *Number key*, enter the name and number, and confirm with the *Save* softkey.
➔ The allocated function is stored.

Modify

Modify a key assignment:
Select the key you want and press the *Modify* softkey. Make the changes and confirm with the *Save* softkey.
➔ The allocated function is stored.

Delete

Deleting a key assignment:
Select the key you want and confirm with the *Delete* softkey.
➔ The assignment is deleted.

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Storing a function on a key – function key

You want to retrieve a frequently used function - for example "call forwarding on no reply" - using a single keystroke rather than having to enter it by hand. Usually the function is assigned so that you:

- activate the function with the first keystroke,
- and deactivate the command again with a second keystroke.

<long>

Keep the key you want pressed down for approx. 2 seconds.

Or:

Keys are also available via the menu: *Menu* > *Settings* > *Keys* > *Softkeys*.

New

Creating a new key assignment:

Press the *New* softkey or directly select the *Function key*, select the function and confirm with the *Save* softkey.

➔ The allocated function is stored.

Modify

Modify a key assignment:

Select the key you want and press the *Modify* softkey. Make the changes and confirm with the *Save* softkey.

➔ The allocated function is stored.

Delete

Deleting a key assignment:

Select the key you want and confirm with the *Delete* softkey.

➔ The assignment is deleted.

Note:

Besides the predefined functions you can also define your own function. For more information please refer to the Chapter "Function Commands", page 64.

Formulating Functions

This section explains how to activate an individual function, for example call forwarding, using function commands and how to assign it to a key.

Function Commands

You can use function commands to define a function to suit your personal requirements. A function can consist of one or more function commands, function codes, and the phone number.

You can either carry out a function directly or store it on a function key (select *Configurable* function).

Tab. 1 The following function commands are available:

"I"	Seize line
"X"	Disconnect
"P"	Pause 1 second before the next operation
"N"	Use the phone number entered in call preparation
"."	Control key function (up-circuit system)
"Z"	Activate/deactivate DTMF mode
"R"	Use the phone number last dialled
"Y"	Disconnect and reseize the line.

Tab. 2 Examples of how to define a function:

"IR"	Seize line ("I"), Dial phone number last dialled ("R")
"I201"	Seize line ("I") and dial phone number 201
"I*21201X"	Seize line ("I"), Activate call forwarding ("*21") to phone number 201, Disconnect ("X")
	Notes: • Text mode has to be activated before you can enter function commands. • Functions that are not available via the menu can be activated using the */# procedures (see "User's Guide */# Procedures"). • You can either type in a */# procedure directly or store it under a key. • You can only activate certain */# procedures if the same function cannot be obtained via the menu. • The availability of certain */# procedures may be restricted depending on the system and software version.

*/# Procedures

A list with all */# procedures can be found at http://www.aastra.com/docfinder ("User's Guide */# Procedures" User's Guide).

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Installation and commissioning

These sections explain the setup options available with your phone.

Equipment provided *66*

Options *66*

Connecting a cordless phone *67*

Battery *68*

Carry clip or swivel clip *69*

Carry strap *69*

Logging your phone on *70*

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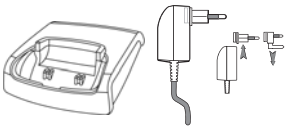
Equipment provided

Cordless phone

Battery

Charging bay and plug-in power supply unit with country-specific adapters



Quick User's Guide and safety information

Options

"Easy" or "Rotary" belt clip

Carry strap

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Connecting a cordless phone

Connecting the charging bay

The phone can be operated without modifying the charging bay.

1. Plug the cable connector into the socket on the underside of the charging bay.
2. Feed the cable through the strain relief provided.
3. Plug the plug-in power adapter into an available socket outlet.

Note:
Plug designs vary from country to country.

Power supply / Plug-in power supply unit

The power supply unit is rated for 100 V to 240 V AC (50-60 Hz). It is supplied with four interchangeable adapters, which means it can be used more or less worldwide. Where necessary, fit the standard adapter head for your country to the power supply unit. As the plug-in power supply unit comes in two variants, the assembly differs slightly:

- Variant 1: Set the switch on the power supply unit to OPEN and slide the existing adapter head upwards and out. Next fit the new adapter head to the power supply unit and lock it into place using the switch (LOCK).
- Variant 2: First remove any adapter head that may already be fitted by pressing OPEN. Next fit the new adapter head onto the power supply unit at a slight angle with the end marked TOP at the top. Press it down until it clicks into place.

Software

New device software can simply be updated during operation using automatic firmware updates, reducing maintenance costs as a result.

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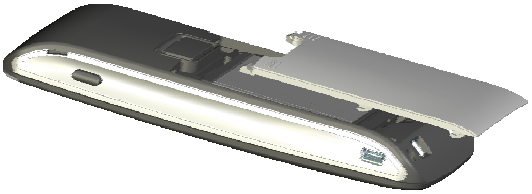
Battery

Take also note of the safety information on handling the battery set out in Chapter "Dealing with batteries", page 9.

Inserting the battery

1. Push the battery cover downwards until it is released from the lock, then take it off.
2. Insert the battery with the contacts downwards.
3. Replace the battery cover and push it upwards until it locks.



Charging the battery

The batteries are supplied uncharged. To charge the batteries, place the phone in the charging bay.

It is only after the battery has been charged for the first time that your phone is ready for use, that calls can be answered and that you can make calls from the phone.

Notes:
- It takes several charging cycles before a new battery reaches full capacity.
- The technical data can be found in the Chapter "Technical Data", page 74.
- The descriptions of the display symbols can be found in the Chapter "Display symbols", page 4.
- Poor radio links (sizeable distance to the system's radio station) will reduce the phone's standby and talk times. The standby and talk times are also reduced by high loudspeaker or ring tone volumes, frequently used keypad and display backlighting, and activated vibra alarms.

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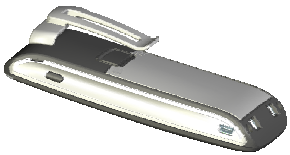
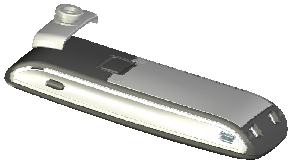
Carry clip or swivel clip

■ Fitting / removing the carry clip or swivel clip

The carry clip supplied with the phone is placed on the two openings at the top end of the phone and pressed in until it snaps into place. To remove the carry clip, press the small recesses on the edge of the strap and gently pull the strap apart.

The phone can also be equipped with a swivel clip accessory. The holding clip is also placed on the two openings at the top end of the phone and pressed in until it snaps into place. Next slide the clip onto the prominent button. To release the phone from the clip, press the upper button.

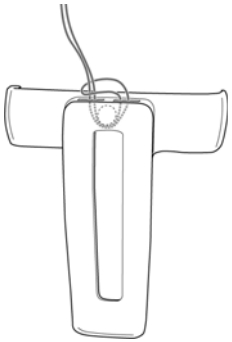




Carry strap

■ Securing the carry strap

The top part of the carry clip has two openings. You can feed the bottom end of the carry strap through these openings (detach the carry clip first before fitting the strap). Carry straps are optionally available.



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Logging your phone on

Registering your phone on the system

Your system administrator has to prepare the system before you can log on your phone.

Your phone can be operated on a maximum of 4 different communication systems. To do so, it must be registered on each system. As a rule your phone is registered with the communication system by your system administrator. Contact your system administrator for more information.

Registration

A registration is stored on the phone for each communication system with which your phone is registered. A registration entry contains, among others, a system name (e. g. A, B, C).

If your phone is registered with several systems, the name of the active system is shown on the display.

Register

Once the phone is registered with one or more communications systems, you can make and receive phone calls (see also Chapter "Managing communication systems", page 56).

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Further information

The following sections contain more useful information about your phone.

Troubleshooting *72*

Technical Data *74*

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Troubleshooting

This section contains a few tips on how to operate your phone if you encounter any problems.

Malfunctions

The display shows: "System overload"
At the moment no connection can be set up via the current system base. The phone is trying to set up a better radio connection with the same or a different system base. This message appears in standby mode only.

The display shows: "No System"
You have moved out of the coverage area; the radio connection is interrupted. Move closer to a radio station.

Leaving the coverage area
You are outside the coverage range. You can set the phone so that you receive a warning signal if you leave the coverage area (see Chapter "Activating range alarm and system busy beep", page 47).

Display is working, but connection is not possible
Your phone may be locked. Unlock your phone (see Chapter "Locking/unlocking the keypad", page 45).

Insufficient display contrast
The setting for the display contrast is inadequate. Change the setting (see Chapter "Setting the display", page 49).

Impaired sound quality during hands-free operation
The sound quality can be affected if the volume is too loud – turn down the volume. If the sound quality fluctuates, contact your system administrator.

Note:
For all other messages, faults and questions you may have, contact your system administrator.

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System and software-related functions

You want to activate a feature described in this User's Guide but the system will not let you.

Some systems or system versions do not support all the features. The corresponding text sections are identified by a letter inside square brackets [a]. The list below indicates which system versions support the relevant features. Contact your system administrator for more information.

	I7.9							
[a]	x							
[b]								
[c]								
[d]								

Technical Data

Operation

Standards	DECT, GAP
DECT encryption	supported
Frequency range	1880 MHz up to 1900 MHz
Transmitted power	10 mW (average power per channel)
Range	• up to 300 m outdoors • up to 50 m in indoors

Interfaces

Headset	2,5 mm jack

Battery charge and usage times

Battery capacitance	850 mAh lithium-ion (Li-Ion)
Operating time, talk time	up to 12 hours
Operating time, standby	up to 100 hours
Charging time in the charging bay	2 hours for fully charged state

Ambient conditions

Operating temperature	5° C to 40° C
Storage temperature	-5° C to +45° C
Class of protection	IP 50
Noise	Ambient noise filter for loud environments
Hands-free operation	Full-duplex hands-free operation

Dimensions, weight and surface finish

Cordless phone with battery	Length x Width x Depth: 135 x 49 x 22.5 mm 120 g
Charging bay without mains adapter	Length x Width x Depth: 76 x 75 x 24 mm 40 g
Surface finish (sides and front)	Silicone treated

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Declaration of Conformity

Aastra Technologies Limited hereby declares that the equipment Ascotel® IntelliGate® and the accessories there to comply with the basic requirements and other relevant stipulations of Directive 1999/5/EC.

You will find the complete text of the declaration of conformity and other documents for this device and the Ascotel® IntelliGate® communications systems under:

http://www.aastra.com/docfinder.

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